

Employee of the Year Nomination Package-2004



Recognizing the Outstanding Service of Public Employees



*Oklahoma Federal Executive Board
215 Dean A. McGee, Suite 320
Oklahoma City, OK 73102
(405) 231-4167*





Oklahoma Federal
Executive Board

2004 Public Service Recognition Week Employee of the Year Awards Banquet



American Society for
Public
Administration

<p><i>The 2004 National Theme was not yet identified as of the printing of this brochure</i></p> <p>Speaker: Mary Hamilton, Executive Director of the American Society for Public Administration (ASPA) <i>Invited</i></p>	<p><i>Event information:</i></p> <p>Date: Monday, May 3, 2004 Time: 11:30am-1:00pm Location: Officers' Club, Tinker AFB (Air Depot entrance)</p>
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Menu: **Salad, Roasted Strip Loin, Vegetables, Dessert with Iced Tea and Coffee**

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: _____ **Agency:** _____

Address: _____ **Phone:** _____

Cost: \$20.00 per person

Payment:

☐ Cash ☐ Check ☐ Credit Card ☐ Voucher

☐ Enclosed ☐ Pay at the Door

Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the ballroom, without checking in at the registration table.

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 23, 2004. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



Public Service Recognition Week

We are planning now for the year 2004 Public Service Recognition Week.....May 3-9, 2004. Public Service Recognition Week, celebrated the first Monday through Sunday in May since 1985, is a time set aside each year to honor the men and women who serve America as federal, state and local government employees. Throughout the nation and around the world, public employees use the week to educate citizens about the many ways in which government serves the people and how government services make life better for all of us.

Public employees in about 1,500 cities in the U.S. and abroad took part in the 2003 activities. Award programs, festivals, government "in-the-mall", open houses, parades, community clean-up days, and fund-raising events to benefit charity are just some of the ways that public employees around the country reach out to their communities.

Dates to Mark on your Calendar

Deadline for nominations: Friday, March 5, 2004

Award Luncheon: Monday, May 3, 2004 (registration available in this package)

The *award luncheon for the Employee of the Year Awards* will be on **Monday, May 3, 2004** at the Officers' Club, Tinker AFB, beginning at 11:30. *Family members of all nominees are invited and encouraged to attend!*

The Federal Employee of the Year award program was established in an effort to recognize outstanding federal employees for their efforts, leadership and/or initiative. This program encourages innovation and excellence in government, reinforces pride in federal service, and helps call public attention to the broad range of services provided by federal employees.

Nominations are now being accepted for the 2004 Outstanding Federal Employees of the Year Program. To be considered for competition, nominations *MUST* be received in the F.E.B. office no later than close of business Friday, March 5, 2004.

Please forward a photograph of each employee nominated with the nomination form for publication in the brochure which will serve as the Awards Luncheon program.

Nomination packages (consisting of original and 4 copies) should be sent to the:

Oklahoma Federal Executive Board
215 Dean A. McGee, Suite 320
Oklahoma City, OK 73102

Questions regarding the application/selection process, or more information can be directed to the FEB Office at (405) 231-4167.

Historically, agencies and/or supervisors of the nominees have paid for luncheon tickets for their nominees. (Comptroller General Decision B-236040 on the matter of Career Service Awards Programs sponsored by Federal Executive Boards authorizes agencies to pay the cost of the luncheon and related expenses under the Incentive Awards Act). Final selections of the winner for each category will be announced at the luncheon; however, all nominees will be recognized for their achievements, so please ensure your nominee(s) is (are) present.

A. THE PROGRAM FOR 2004

The *Employee of the Year* Awards Program is recognized as one of the most important and coveted forms of nonmonetary recognition available to federal employees in the Oklahoma area. The program is also the most effective means of publicizing to the general public, as well as to the Federal family, the high caliber of devoted employees in the Federal service.

B. CATEGORIES 1-10:

Outstanding employees may be nominated for consideration in one of the following 10 categories. ***NOTE: The written nomination must follow the criteria in the order shown.***

Category 1 - SUPERVISORY

NOTE: Two subgroups will be recognized in this category:

A. Supervisory (DoD Agency)

B. Supervisory (Civilian Agency or Postal Service)

All individuals responsible for directing the work of others are included in this group. By definition, this would include all managerial and supervisory levels (except that of the agency head). Nominations for this award may be made from any field, including the professional and scientific group, but the principal factor in selecting the outstanding employee nominated for this category will be his/her competence, efficiency and accomplishment as a supervisor. The individual must have demonstrated integrity and devotion to duty and commitment to public service in the capacity of manager or supervisor, demonstrate successful management practices, and maintain an exceptional performance record.

CRITERIA:

1. **Job Accomplishments:** Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.
2. **Impact on Operations:** Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.
3. **Management of Resources:** Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.
4. **Outside Achievements:** Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.

Category 2 – Technical, Professional, & Administrative, GS-9 AND ABOVE

NOTE: Two subgroups will be recognized in this category:

- A. Professional/Scientific (DoD Agency)**
- B. Professional/Scientific (Civilian Agency or Postal Service)**

Includes those who are employed in non-supervisory work in any of the professions at the GS-9 and above.

CRITERIA:

1. **Job Accomplishments:** Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.
2. **Impact on Operations:** Describe the impact of the superior performance on your department or agency and customers served.
3. **Outside Achievements:** Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.

Category 3 –Technical, Professional, & Administrative, GS-8 and below

NOTE: Two subgroups will be recognized in this category:

- A. Specialist (DoD Agency)**
- B. Specialist (Civilian Agency or Postal Service)**

Includes individuals who are engaged in performing specialist duties in any occupational area that is nonsupervisory in nature at the GS-8 and below which is not specifically covered by one of the other categories listed.

CRITERIA:

1. **Job Accomplishments:** Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.
2. **Impact on Operations:** Describe the impact that the nominee's performance has had on the organization and on customers served.
3. **Outside Achievements:** Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.

Category 4 – CLERICAL/ADMINISTRATIVE ASSISTANT

NOTE: Two subgroups will be recognized in this category:

- A. Admin Asst/Support Person (DoD Agency)**
- B. Admin Asst/Support Person (Civilian Agency or Postal Service)**

Includes all non-supervisory employees in administrative, clerical, secretarial and support fields.

CRITERIA:

1. **Job Accomplishments:** Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.
2. **Impact on Operations:** Describe the impact that the nominee's performance has had on the organization and on customers served.
3. **Outside Achievements:** Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.

Category 5 - TRADES/CRAFT (All agencies—DoD, Civilian, and Postal Service)

Includes all employees engaged in the performance of skilled and unskilled work involved in the recognized trade, craft, skilled or unskilled manual and technical occupations, and laboring occupations.

CRITERIA:

1. **Job Accomplishments:** Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.
2. **Impact on Operations:** Describe the impact that the nominee's performance has had on the organization and on customers served.
3. **Outside Achievements:** Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.

Category 6 - OUTSTANDING LAW ENFORCEMENT EMPLOYEE (All agencies—DoD, Civilian, Postal Service)

Includes supervisory or non-supervisory employees engaged in performing law enforcement, security, investigative, or related work who have performed their duties in a highly efficient and skillful manner. The nomination may be based on overall performance or on the accomplishment of a single act or work on a single case. Nomination must show in sufficient detail the nominee's contributions to the federal government, or to the public, and the effect of those contributions on the community in general.

CRITERIA:

1. **Job Accomplishments:** Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.
2. **Impact on Operations/Community:** Describe the impact that the nominee's performance has had on the organization, on customers served, and the community-at-large.

Category 7 - OUTSTANDING CUSTOMER SERVICE EFFORT (All agencies—DoD, Civilian, and Postal Service)

This award will be presented to an individual who has demonstrated a strong commitment to improving customer service, customer satisfaction and improved relations. The individual should have a record of outstanding achievement and results as well as treating all customers courteously and with respect.

CRITERIA:

1. **Accomplishments:** Identify accomplishments that have demonstrated improvements in customer service. Nominee should demonstrate a willingness to find creative solutions and alternatives to meet customers needs, encourage feedback, and use all feedback as a vehicle for improvement.
2. **Impact on Operations:** Describe the impact the nominee's performance has had on the organization locally, the headquarters level, other government agencies, and/or customers served.
3. **Outside Achievements:** Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.

Category 8 - OUTSTANDING COMMUNITY SERVICE (All agencies—DoD, Civilian, and Postal Service)

Award will be presented to an individual who has enhanced the image of federal employees and given conspicuous service to the community or general public through non-job related activities. Nominees should devote significant personal time and effort to community activities, welfare organizations, or other non-profit non-partisan groups on an ongoing basis.

NOTE: If the nomination is based on an act of heroism, the nominee will have performed a valuable service to the community or to an individual that could have placed the employee in a hazardous or perilous situation.

CRITERIA:

1. **Employee Involvement:** Participation should exemplify the best traditions of public service through their humanity or charitable acts.
2. **Sustained Involvement:** Activities should be ongoing charitable and/or community service activities.
3. **Human Interest Factors:** Provide information on any factors that may influence the involvement in a particular organization and how involvement began.

Category 9 - OUTSTANDING DIVERSITY CONTRIBUTION (All agencies—DoD, Civilian, and Postal Service)

Award will be presented to an individual who has made a significant contribution to the furtherance of diversity and affirmative action within the federal government. Nominees are not restricted to employees with EEO job responsibilities but rather to all those who further these objectives regardless of their primary duties.

Nominees should demonstrate a firm commitment to the goals and objectives of diversity and equal employment opportunity and have a record of outstanding achievements in the program.

CRITERIA:

1. **Contributions:** Describe specific contributions made by the nominee that have resulted in the promotion, understanding or acceptance of diversity in the agency, community, etc.
2. **Specific Achievements:** In the areas of recruitment, promotion or hiring and the impact these had on the organization's goals and objectives.
3. **Awards/Outside Achievements:** Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.

Category 10 - OUTSTANDING EMPLOYEE WITH A DISABILITY (All agencies—DoD, Civilian, and Postal Service)

Award will be presented to an individual who has exerted extra effort to overcome challenges presented by a disability to make a significant contribution to the employing organization. Nominees in this category can perform work in any occupation or at any level.

Nominees should demonstrate reliability, dependability, independence, and a dedication to the goals and objectives of the organization. List the nature of disability and personal effort required to overcome barriers and accomplish achievements.

CRITERIA:

1. **Contributions:** Accomplishments (personal or on the job) that have contributed to the success of the individual or the organizational mission.
2. **Specific Achievements:** Describe specific achievements of the nominee that have resulted in the promotion, understanding or acceptance of disabilities in the agency, community, etc.
3. **Awards/Outside Achievements:** Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.

C. ELIGIBILITY

1. General

- An individual may be nominated for only one category.
- Former nominees may again be nominated; however, such nominations must be brought up to date. NOTE: Last year's winners may not be nominated again this year.
- Each agency may nominate one candidate for each award category.

2. Service Requirements

- Nominee must be a Federal employee (*military, civilian, or postal service*).
- Nominee's employment need not have been in a single agency.

D. PREPARATION OF NOMINATION FORM

The Nomination Review Board will consider the overall accomplishments of the individual. The factors used in screening the nominations and selecting the winners are listed with each category description. While each factor is important, the nominee need not be exemplary in all; however, the factors must be addressed in order.

E. SUBMISSION OF NOMINATIONS (NOTE: Packages that do not meet specifications will not be considered.)

1. Nominations should be submitted to Nomination Review Board using the criteria listed under each category.
2. An original and four (4) copies of the nomination form are required for each nominee.
3. Nominations should be typewritten (no less than 10-12 point font); *bullet-format is preferred over narrative format*; no more than 4 full pages, including the cover sheet.
4. The Nomination Review Board can consider only the information shown on the pages of the nomination form.
5. Nominations must be signed by the agency/installation head or person acting in that capacity.
6. Please submit a photograph of the individual for use in the Award program that will be published for attendees. If a photo is not provided due to the nature of work the individual performs, please state that in the submission.
7. Mail all nominations to: **Oklahoma Federal Executive Board**
215 Dean A. McGee, Suite 215
Oklahoma City, OK 73102

F. DEADLINE for SUBMISSION of NOMINATIONS: Must be received at the FEB office no later than March 5, 2004; there will be no extension beyond this date.

G. THE AWARDS CEREMONY: All nominees will be recognized at the ceremony and each will have their accomplishments featured in the awards program booklet.

Nomination Coversheet for Employee of the Year Award

Part I Identification

Full Name of NOMINEE

Title/Series/Grade

Phone/Fax #

Phonetic spelling of the Nominee's name (must be provided to assist Master of Ceremony)

Department/Agency/Installation/Office (full name)

Mailing Address (complete with office symbol/street/city or base/state/zip)

Nominator's Name

Title

Phone/Fax #

Email

Name of Agency Head (or Designee)

Signature



Category of this nomination must be identified below:

Supervisory

- ☐ DoD Agency
- ☐ Civilian/Postal Service

Trades and Crafts

- ☐ DoD Agency
- ☐ Civilian/Postal Service

**Technical, Professional and
Administrative, GS-9 and Above**

- ☐ DoD Agency
- ☐ Civilian/Postal Service

**Outstanding Law Enforcement
Employee** ☐ All Agencies

Outstanding Customer Service
☐ All Agencies

**Technical, Professional and
Administrative, GS-8 and Below**

- ☐ DoD Agency
- ☐ Civilian/Postal Service

Outstanding Community Service
☐ All Agencies

Outstanding Diversity Contribution
☐ All Agencies

Clerical/Administrative Assistant

- ☐ DoD Agency
- ☐ Civilian/Postal Service

**Outstanding Employee with a
Disability** ☐ All Agencies

<p><i>Nomination Coversheet for Employee of the Year Award</i> <i>Part II Summary</i></p>

Each nomination must include a summary of the individual's accomplishments. This summary will be used for publication in the awards booklet provided to each banquet attendee.

This is your opportunity to summarize what this person has accomplished (above and beyond what they are compensated to do).

Summary should not exceed 150 words.